SR. COMPUTER OPERATOR

DISTINGUISHING FEATURES
The fundamental reason the Sr. Computer Operator position exists is to operate computer equipment in a large-scale multitask facility. Responsible for promoting, developing and implementing efficient data processing techniques and ensuring computer systems are on-line for continuous access for customers. Work is performed under general supervision of the Technology Operations Manager.

ESSENTIAL FUNCTIONS:
Performs the full scope of operating computers including mounting taps in drives, preparing equipment for operation, operating all computer systems and their respective peripheral equipment.

Performs daily maintenance and applies standard corrective procedures to equipment malfunctions. Observes and monitors data to determine compliance with prescribed operating and safety standards.

Prepares magnetic tapes for off-site storage, maintains current inventory of all forms and computer supplies for the department and laser printers.

Maintains record of work performed and all events taking place pertaining to the operation of all computer systems. Assists in decollating, bursting and preparing reports for distribution as workload demands.

Assists the IS Helpline from early evening to early morning.

Maintains records of work performed and prepares a variety of reports.

Training employees on the proper use and operation of the computer equipment and the ability to listen and communicate effectively with staff and users.

Updating computer operation policies and procedures to allow for continuous improvement.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:
Knowledge of:

Computer operations on UNISYS 2200/500.
Data communications security and privacy techniques.
I.S. processes, regulations, codes, ordinances and terminology.
Working knowledge of MS Windows, UNIX, and TCP/IP network environments.

Ability to:

Analyze specifications and instructions to develop appropriate computer run schedules.
Conceive a variety of solutions to functional problems and to reduce abstract ideas to easily understood procedures.
Understand computer data organization access and retrieval technique.
Debug new and existing programs.

Education & Experience
Four years experience operating various computer systems: UNISYS 2200/500 and related peripherals; HP9000 UNIX systems: NCR 9800; NT Servers; PC based systems; Local/Wide Area Network systems; and XEROX Laser Printers. Experience organizing and scheduling production work to utilize equipment effectively is required. Working conditions may be small cramped areas, require climbing ladders or steps to reach objects, cold temperatures and/or high volume of noise.

FLSA Status: Exempt   HR Ordinance Status: Unclassified